

## GUIDELINES FOR COMPLETING DD FORM 1844

In the first column ("5. Line No."), be sure to insert line numbers numerically. This way we can easily refer to "line number \_\_\_\_" when discussing your claim.

In the third column ("7. Lost or Damaged Items"), the description of damages must be specific. Simply stating "scratches, dents, gouges, etc" is insufficient. **You must list the size and location of scratches, dents, gouges, or any other damages.** Describe the nature and full extent of damage. Do not use the word "damaged". Include the brand name, model, and size of each item of furniture, all electronic items, and any appliances or rug.

In the fourth column ("8. Inv. No."), list all your lost or damaged items in the same order as they appear on the inventory. This is important so we can locate each item on your inventory.

In the fifth column ("9. Original Cost/10. MM/YY Purchased"), list the original cost of each item. If the item was a gift, write in the word "gift." Include the date of purchase (month & year) or the date you received the item as a gift.

In the sixth column ("11. Amount Claimed a. Repair Cost. (or) b. Repl Cost"), indicate the repair cost of the item. If it is missing, destroyed, or not economical to repair, you should list a replacement cost.

Leave the remaining columns blank.